

This Notice Expires 1 August 1973

RECORDS AND CORRESPONDENCE

17 August 1972

CIA RECORDS MANAGEMENT BOARD

1. On 26 May 1972 the Executive Director-Comptroller established a new Records Management Board to serve as the mechanism for the following tasks in the area of information control: develop a system and structure for the integrated administration of Agency records management, archives, and history programs and support the CIA Information Review Committee in carrying out its responsibilities pursuant to Section 7(B)(2) of Executive Order 11652.

2. The Records Management Board will make semiannual reports to the Executive Director-Comptroller. The reports will outline the status of the Agency's Records Management Program and contain recommendations for improvements in the program. The Executive Director-Comptroller will consult with the Deputy Directors before implementing any such recommendations.

3. The Records Management Board will serve as the forum for recommendations for declassification, CIA contributions to other Federal Government agencies' historical programs, and interagency problems involving the Agency's records. In this process, coordination will be made as appropriate with the General Counsel and the Director of Security.

4. The board is composed of senior representatives from the Office of the Director and each of the directorates. The Special Assistant to the Executive Director-Comptroller for Information Control serves as the Chairman, CIA Records Management Board, as the Agency Archivist, and as the Agency Records Management Officer. The board is supported by a technical committee of records officers from each directorate, and such subpanels as may be required. The Records Administration Branch, Support Services Staff, DDS was transferred to the Office of the Executive Director-Comptroller and serves as a secretariat for the CIA Records Management Board.

5. The following personnel have been appointed members of the CIA Records Management Board:

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